



# ACTON HIGH SCHOOL

CENTRE FOR MEDIA ARTS AND APPLIED LEARNING

Headteacher: Mr Ken Mackenzie

Monday 28 November 2016

Dear Parents and Carers of Acton High School students

## ELECTION OF PARENT GOVERNOR

We are seeking nominations for a Parent Governor. This is an important role, with Governors influencing the school's development, deciding policies and setting priorities. We welcome nominations from any parents or carers who feels that they are able to contribute to the work of the Governing Body as a Parent Governor.

There are six Governing Body meetings a year, and each Governor is also expected to attend meetings of one of the two Governor committees ('Resources' and 'Quality'). Meetings are usually held in the evening starting at 6.30pm. The posts are unpaid. If more than one parent is nominated, the Headteacher will write to you formally in about two weeks' time with detailed arrangements and dates for the election. In the meantime, you may wish to look at the Governor Body area of the website to find out more about the work being done by the Governors:

<http://www.actonhighschool.co.uk/Governing-Body>

We would like to advise you that the School Governance (Constitution) (England) Regulations 2012 state that in certain circumstances a person may not hold office as a Governor of a school. A person is disqualified from being a Parent Governor if they are an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive twelve-month period (at the time of election or appointment). A Governor must be aged 18 or over at the time of their election or appointment. A registered pupil of the school cannot be a Governor. A list of the qualification and disqualification regulations can be seen in full in on the school website: <http://www.actonhighschool.co.uk/letterstoparents>

We are very happy to discuss this further with you if you are interested in putting your name forward. You can nominate yourself, or another parent can nominate you. Please send the attached nomination form to **Heather Smith, Clerk to the Governing Body by MONDAY 12 DECEMBER 2016**, either by email to [hsmith@actonhigh.ealing.sch.uk](mailto:hsmith@actonhigh.ealing.sch.uk) or by post to the address above.

Yours sincerely

**Mr Guy Fiegehen**  
Chair of Governors

**Mr Ken Mackenzie**  
Head teacher

NOMINATION PAPER

GOVERNING BODY OF  
ACTON HIGH SCHOOL

**Nomination of Candidate for Parent Governor**

I wish to nominate myself / other parent:

\_\_\_\_\_

(Please print name)

If you are proposing another parent please complete below:

I confirm I am a parent of a registered pupil at the school

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please print name): \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

**If you are the nominee please sign below:**

**I confirm I am a parent\* of a registered pupil at the school, that I accept the nomination and would not be disqualified from holding office as a governor of the school if elected.**

**I acknowledge that all new parent governors are required to complete a Declaration Form and be subject to a Department for Education (Children's Barred List) check.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please print name): \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

**\*NB - The Education Act 1996 extends the definition of "parent" to include others who have "parental responsibility" for, or care of, a child or young person.**

**Judith Finlay**  
**Executive Director Children & Adults**

## Governor qualification and disqualification criteria

A person is disqualified from being a parent governor if they are an elected member of the local authority or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

A governor must be aged 18 or over at the time of their election or appointment. A registered pupil of the school cannot be a governor. A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors)
- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
- refuses a request for the clerk to apply to the Disclosure and Barring Service for a criminal records check.

The full details can be seen in *The constitution of governing bodies of maintained schools* (Statutory guidance) available at:

<https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>.